

☒ Original ☐ Amendment

U.S. House of Representatives  
111<sup>th</sup> Congress

LEGISLATIVE RESOURCE CENTER

2009 AUG 28 PM 4:49

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

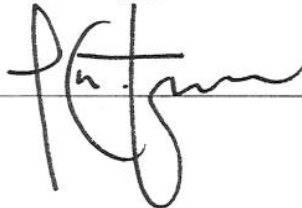
OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Scott Chester Graves

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:




DATE: August 28, 2009

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Rep. K. Michael Conaway

SIGNATURE OF SUPERVISING MEMBER:



DATE: August 28, 2009

☒ Original ☐ Amendment

# **EMPLOYEE POST-TRAVEL DISCLOSURE FORM**

1. Name of Traveler (print or type): Scott Chester Graves
2. a. Name of Accompanying Family Member (if any): n/a
  - b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): n/a
3. a. Date of Departure and Date of Return: August 7-20, 2009
  - b. Dates at personal expense (if any): August 15-20, 2009
4. Itinerary (cities of departure – destination – return): Washington, DC - Istanbul, Turkey - Ankara, Turkey - Istanbul, Turkey - Washington, DC
5. Sponsor(s) (who paid for the trip): The Institute of Interfaith Dialog for World Peace
6. Describe meetings and events attended (attach additional pages if necessary): Met with Turkish Officials, Business Leaders, Educators, Journalists and U.S. Government Officials.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
  - a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
  - b. ☒ the Traveler Form completed by the employee; *and*
  - c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (*Signify that statement is true by checking box*): ☒
  - b. If not, explain: \_\_\_\_\_
9. TRAVEL EXPENSES: *Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.*

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$1450 air/\$200 ground	\$540	\$315
For accompanying family member:			
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:	\$175	Parking and Entrance to the Museums	
For accompanying family member:			

ZOE LOFGREN, CALIFORNIA  
CHAIR  
BEN CHANDLER, KENTUCKY  
G. K. BUTTERFIELD, NORTH CAROLINA  
KATHY CASTOR, FLORIDA  
PETER WELCH, VERMONT  
R. BLAKE CHISAM,  
CHIEF COUNSEL AND STAFF DIRECTOR

ONE HUNDRED ELEVENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

June 26, 2009

JO BONNER, ALABAMA  
RANKING REPUBLICAN MEMBER

J. GRESHAM BARRETT, SOUTH CAROLINA  
JOHN KLINE, MINNESOTA  
K. MICHAEL CONAWAY, TEXAS  
CHARLES W. DENT, PENNSYLVANIA

TODD UNGERECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

Mr. Scott Graves  
Office of the Honorable K. Michael Conaway  
1527 Longworth House Office Building  
Washington, DC 20515

Dear Mr. Graves:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Turkey scheduled for August 7 to 20, 2009 sponsored by the Institute of Interfaith Dialog for the World Peace, Inc. We note that this trip includes five days at your personal expense.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$335] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$335 received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Zoe Lofgren  
Chair



Jo Bonner  
Ranking Republican Member

ZL/JB:slo

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM  
For Members, Officers, and Employees**

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Scott Graves

**I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.**

Signature: 

Name of Signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member/Committee: Rep. K. Michael Conaway (TX-11)

Office address: 1527 Longworth House Office Building

Phone number: 202-225-3605

Email address of contact person: Scott.Graves@Mail.House.Gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

**NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.**

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)

U.S. House of Representatives  
Committee on Standards of Official Conduct


**PRIVATELY SPONSORED TRAVEL: TRAVELER FORM**

1. Name of Traveler: Scott Graves
2. Sponsor(s) (who will be paying for the trip): The Institute of Interfaith Dialog (IIF)
3. Travel destination(s): Washington, DC - Istanbul, Turkey - Ankara, Turkey - Washington, DC
4. a. Date of Departure and Date of Return: August 7, 2009 - August 20, 2009  
b. Will you be extending the trip at your personal expense? ☒ Yes ☐ No  
If yes, dates at personal expense: August 15, 2009 - August 20, 2009
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No  
b. If yes, name of accompanying family member: n/a  
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No  
b. If yes, check one of the following: ☒ N/A - Sponsor checked 9(a) or 9(b)  
(1) Approval for one-night's lodging and meals is being requested: ☐ or  
(2) Approval for two-nights' lodging and meals is being requested: ☐  
If "(2)" is checked, explain why the second night is warranted: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:  
I will gain a greater understanding of Turkish democracy and their constitutional system, which will be critical to policy debate in the coming years as Turkey continues to integrate itself w/secular Western democracies.

9. **FOR STAFF:**  
**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 6/25/2009  
06/18/2009

  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM  
(provide directly to each House invitee)**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): THE INSTITUTE OF INTERFAITH DIALOG (IID)  
\_\_\_\_\_
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (*Signify that the statement is true by checking box*): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (*Signify that the statement is true by checking box*): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): ADDITIONAL PAGES INCLUDED.  
ADDITIONAL PAGES INCLUDED.  
\_\_\_\_\_
6. Dates of travel: AUGUST 7-15, 2009
7. Cities of departure – destination – return: Washington, DC- Istanbul-Ankara-Washington, DC  
\_\_\_\_\_
8. Attached is a detailed agenda of the activities taking place during the travel (*i.e.*, an hourly description of planned activities) (*Signify "yes" by checking box*): ☒
9. I represent that (*check one of the following*):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ *or*
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ *or*
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (*i.e.*, if you checked Question 9(c)), check one of the following:
  - a. N/A – I checked 9(a) or (b) above: ☒
  - b. One-night's lodging and meals are being offered: ☐ *or*
  - c. Two-nights' lodging and meals are being offered: ☐  
If "c" is checked, explain why the second night is warranted: \_\_\_\_\_  
\_\_\_\_\_



11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*): ☒ or
  - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
- To introduce and provide broad exposure to Turkish political, economic, and social issues, to gain an understanding of topics including national security, national security, foreign policy, trade, economic development & finance, remarkable achievements of the civil society, religious diversity and minority rights.
- The role of the IID is to promote mutual understanding through dialogue and discussion among the House Staff and the Turkish authorities / civil society.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
- AIR TRAVEL, COMMERCIAL AND COACH
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted:
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*Signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
  - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒  
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): \$40  
Breakfast included in the room rate. Lunch-\$15, Dinner-\$25
16. Reason for selecting the location of the event or trip: Turkey holds a very significant position for US: strategic, political and commercial interests of both countries in the Middle East, Central Asia, and Europe overlap.
17. Name of hotel or other lodging facility: Ramada Istanbul Old City in Istanbul, Aktif Metropolitan Hotel in Ankara
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$40 per person in Istanbul  
\$35 per person in Ankara (2 Twin Beds Non Smoking—2 People Max—Per Room/Night—\$80 in Istanbul, \$70 in Ankara)
19. Reason(s) for selecting hotel or other lodging facility: Those are the closest hotels to the sites and venues which have been chosen.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$1650	\$270	\$280
For each accompanying family member			

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$50	PARKING AND ENTRANCE TO THE VENUES
For each accompanying family member		

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name and title: KEMAL OKSUZ, EXECUTIVE DIRECTOR

Organization: THE INSTITUTE OF INTERFAITH DIALOG

Address: 9301 W. BELLFORT STREET SUITE 127 HOUSTON, TX 77031

Telephone number: (713) 974 4443

Fax number: (713) 974 4445

Email Address: PRESIDENT@INTERFAITHDIALOG.ORG

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct



# THE INSTITUTE of INTERFAITH DIALOG

## HOUSE INVITEES

### A Field Trip to Turkey

August 7-15, 2009



The Institute has outlined the following specific objectives for the trip that why the House staff have been invited:

- To introduce and provide broad exposure to Turkish political, economic, and social issues.
- To gain an understanding of topics including national security, foreign policy, trade, economic development & finance, remarkable achievements of the civil society, religious diversity and minority rights.
- To promote mutual understanding through dialogue and discussion among the American participants and the Turkish authorities / civil society.

- 1- **Tony Samp, Senior Legislative Assistant  
Congressman Martin Heinrich (NM-1)**
- 2- **Paul N. Balzano, Legislative Assistant  
Congressman Mike Conaway, TX-11**
- 3- **Scott Graves, Legislative Director  
Congressman Mike Conaway, TX-11**
- 4- **Mark R. Williams, Legislative Director  
Congressman Sam Johnson (TX-03)**

- 5- Christopher Roper Schell, Senior Legislative Assistant  
Congressman Ralph Hall, (TX-4)
- 6- Lindsey K. Ray, Executive Assistant  
Congressman Sam Johnson (TX-03)
- 7- Chris Alsup, Legislative Director  
Congressman John Carter (TX- 31)
- 8- Brigitta Johnson, Legislative Assistant  
Congressman Peter Roskam (IL-6)
- 9- Mary Cronin, Legislative Director for the Northeast-Midwest Congressional  
Coalition, Multitude of Members  
Steven LaTourette (OH-14)  
James Oberstar (MN-8)
- 10- Ryan Stalnaker, Senior Policy Advisor, Homeland Security, Energy, and  
Transportation  
Congressman John Carter (TX-31)

<b>Aug 08 2009 Saturday</b>		<b>Arriving Istanbul</b>
		Transfer to Hotel - Holiday Inn Topkapi
		Check in at the Hotel.
	5:30 PM	Boat Tour Along the Bosphorus
	7:30 PM	Dinner at Hidir Kasri
	9:30 PM	Tea break in Ortakoy
		<b>Overnight stay in Istanbul</b>
<b>Aug 09 2009 Sunday</b>		<b>ISTANBUL</b>
		Breakfast at the Hotel
	9:00 AM	Topkapi Palace
	11:30 AM	Archaeology Museum
	1:00 PM	Lunch at Tamara
	2:00 PM	Sultan Ahmed Camii (Known as Blue Mosque)
	2:45 PM	Hagia Sophia
	5:30 PM	Sightseeing in Taksim
	7:30 PM	Dinner at Bereket Restaurant - Taksim
		<b>Overnight stay in Istanbul</b>
<b>Aug 10 2009 Monday</b>		<b>ISTANBUL</b>
		Breakfast at the Hotel
	9:30 AM	Quincentennial Jewish Museum
	10:30 AM	Kariye (Chora) Museum
	12:00 PM	Lunch at Today's Zaman - Abdulhamid Bilici
	3:00 PM	Visit to Fatih University
		Dinner at Avcilar Hospital
	6:00 PM	Alpaslan Korkmaz, President of the Investment Support and Promotion Agency of Turkey Mehmet Muezzinoglu, Congressman
		<b>Overnight stay in Istanbul</b>
<b>Aug 11 2009 Tuesday</b>		<b>ISTANBUL</b>
	9:00 AM	Breakfast at Istanbul Municipality □ Goksel Gumusdag, Deputy Mayor of Istanbul,
	11:00 AM	Visit to Ali Kadrin, Deputy Governor of Istanbul
	2:00 PM	Visit to Consul General of US Sharon Wiener
	4:30 PM	TUSKON
	8:00 PM	Dinner at Fener Restaurant with Investor Ahmet Calik
		<b>Overnight stay in Istanbul</b>
<b>Aug 12 2009 Wednesday</b>		<b>ANKARA</b>
		Breakfast at the Hotel
	9:00 AM	<b>Flight to Ankara TK0118</b>
	11:30 AM	Lunch with Vice President Nevzat Pakdil, Turkish Grand Nat'l Assembly
	3:00 PM	Visit to Mehmet Simsek, Minister of Finance of Turkey
	4:30 PM	Visit to Ambassador Ecvet Tezcan, Deputy Advisor Foreign Minister
	6:30 AM	Visit to Ahmet Koyunlu, Vice President, TRT
	7:30 PM	Check in at the Hotel - Metropolitan Hotel
	8:30 PM	Dinner with businessman Akin Ipek
		<b>Overnight stay in Ankara</b>
<b>Aug 13 2009 Thursday</b>		<b>ANKARA</b>
		Breakfast at the Hotel
	10:00 AM	Visit to Yalcin Topcu, President of BBP
	11:30 AM	Visit to Ataturk's mausoleum, Anitkabir
	12:15 PM	Anatolian Civilizations Museum
		Lunch at Hacibaba Restaurant
	1:00 PM	Congressman Suat Kiniklioglu, Speaker of Foreign Affairs Committee in Parliament Congressman Mehmet Sahin, Member of Foreign Committee in Parliament
	2:30 PM	Visit to Congressman Bulent Arinc, Deputy Prime Minister
	3:30 PM	Visit to Ankara Municipality, Omer Vural, Deputy General Secretary
	7:00 PM	Dinner at Ahmet Ulusoy High School - Cankaya
		<b>Overnight stay in Ankara</b>
<b>Aug 14 2009 Friday</b>		<b>ANKARA</b>
		Breakfast at the Hotel
	10:00 AM	<b>Flight to Istanbul TK0117</b>
	12:00 PM	Arrive Istanbul & Check-in at the hotel
	12:30 PM	Basilica Cistern
	1:30 PM	Free time and shopping at the Grand Bazaar
	5:00 PM	Yacht tour in Marmara
	8:30 PM	Dinner at Terki Dunya Restaurant - Heybeliada
		<b>Overnight stay in Istanbul</b>
<b>Aug 15 2009 Saturday</b>		<b>ISTANBUL</b>
		Early flight back to Houston